

Office of Indian Education (OIE)
Formula Grants Annual Performance Evaluation
Website Manual

For Grantees

September 2001

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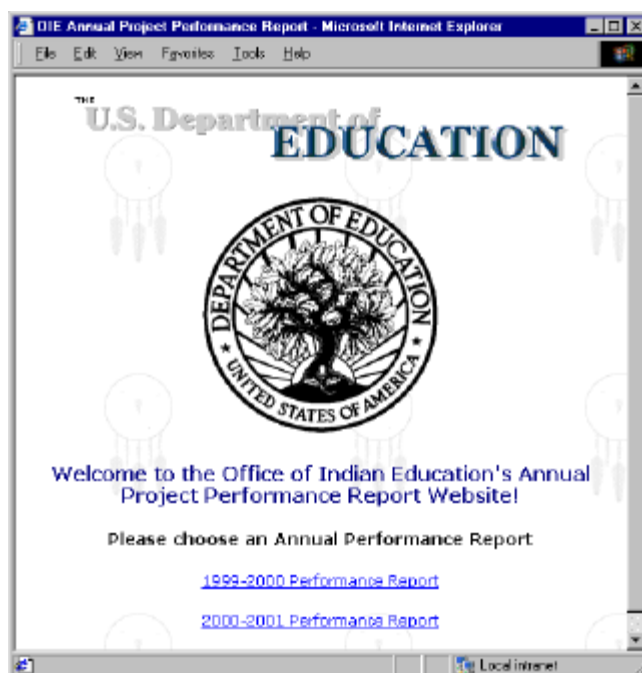
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Step-by-Step Guide for Completing the Survey

To get started, in your web browser, type in the URL to the OIE Annual Project Performance Report. If you cannot get a connection to the server after typing in the URL, or for all computer or technical related problems please call Wayne Huang at the U.S. Dept. of Education at 202-205-2184.

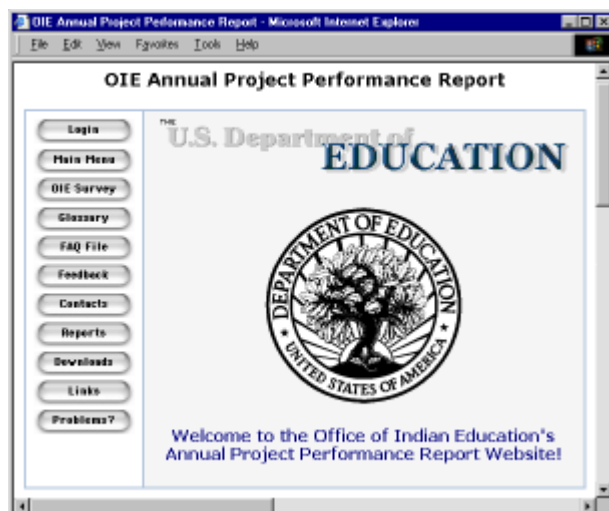
1. Opening Screen

The **Opening Screen** lets you choose which Annual Performance Report to complete. Click on the respective link to go to the site for that fiscal year.



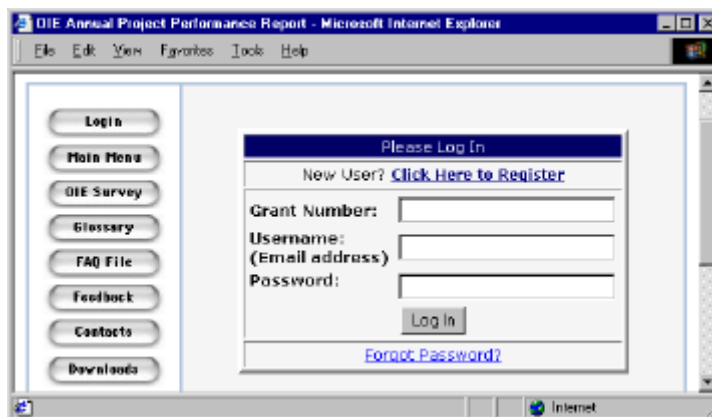
2. Welcome Screen

The **Welcome Screen** displays the Department of Education title and logo, along with a message to welcome you to the Office of Indian Education's Annual Performance Evaluation website. The menu for the site's functions is on the left.

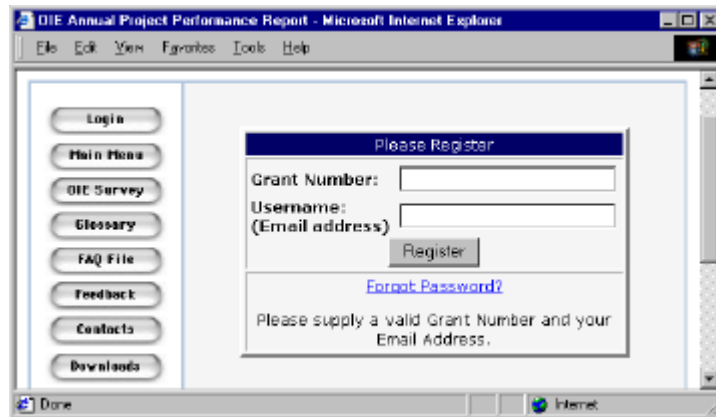


3. Login Screen

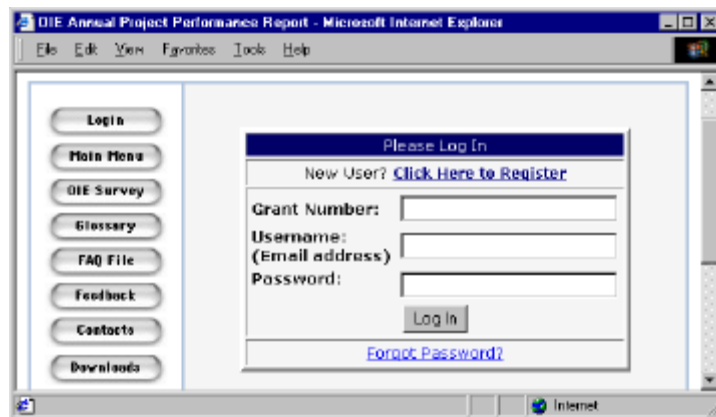
Press the “Login” button on the menu to go to the Login Screen. Three fields are displayed in the login box: **Grant Number**, **Username**, and **Password**.



If you are a **New User**, then click the link for new users. You only need to fill in the **Grant Number** and **Username** fields. No password is necessary for now – you will be emailed a randomly generated password when you finish your registration. Enter a valid grant number for the Grant Number field, and your email address for your Username. Press the “Register” button and you will be taken to the **Registration Screen**.



If you are a **Registered User**, then enter your **Grant Number**, **Username** and **Password**. Press the “Log In” button to enter the website. A page will appear telling you that you have successfully logged in. You can skip the next step, **Registration Screen**, if you are a registered user.



4. Registration Screen

You must complete registration information so that your record can be verified in the future. Items with asterisks are required.

- Enter your **Grantee Name**, your **DUNS Number**, and the **Grant Amount** for the school year for which data are requested. You can look up your DUNS number by calling 1-800-333-0505. If you are a **BIA-operated** school, then you **do not need a DUNS number**. Round up the grant amount to the nearest dollar.
- For the **Mailing Address** field, use one or two lines (as needed) for your address. Enter your city, select your **State** from the drop-down menu, and enter your 5- or 9-digit **ZIP** code.
- For **Type of School**, select your school type.
- For **Type of Community**, select all that apply.
- For the **Project Period**, enter dates in the American mm/dd/yy format. For example, February 29, 2000 would be entered as 02/29/00.

- Enter the **Name**, **Title**, **Telephone** and **Fax** numbers (including area code), and the **Email** address of the person responsible for completing this report.

The screenshot shows a web browser window titled "OIE Annual Project Performance Report - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. On the left side of the page, there is a vertical navigation menu with buttons for "Login", "Main Menu", "OIE Survey", "Glossary", "FAQ File", "Feedback", "Contacts", "Downloads", "Links", and "Problems?". The main content area is titled "Registration Information" and contains a paragraph of instructions: "You must complete all the required information on this screen so that your record can be verified in the future. Required information is noted with an asterisk (*). If any pre-filled information is incorrect, please correct it before submitting your registration." Below this, the form fields are as follows: "*Grant #:" with the value "SD60A999999"; "*Grantee:" with the value "A SCHOOL DISTRICT"; "*DUNS #:" with an empty text box and a note "(Dun and Bradstreet Number assigned to grantee to initiate payment from GAPS. The DUNS number is required for all but BIA operated schools. To obtain your DUNS number call 1-800-333-0505.)"; "*Grant Amount:" with a text box containing "0" and a note "(Whole numbers, round up cents)"; "*Mailing Address:" with an empty text box; "*City:" with an empty text box; "*State:" with a dropdown menu showing "Select Your State"; "*Zip:" with an empty text box; "*Type of School:" with a dropdown menu; "*Type of Community:" with a dropdown menu showing "Urban", "Rural", and "near Reservation" (with a note "(hold down the 'Ctrl' or 'Apple' key to make multiple selections)"); "*Project Period:" with "From:" and "To:" text boxes; and "*Person Completing this Report:" with a "*First Name:" text box.

Once you have entered the required information, click on **Save and Continue** at the bottom of the page. An email will be sent to you with the login credentials. After receiving the email, click on the **Login** button and you can now login as a Registered User.

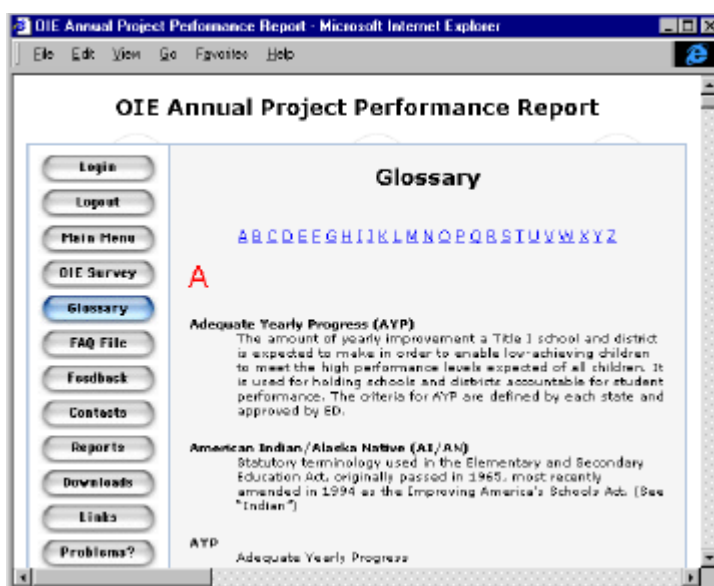
5. OIE Survey

Press this menu option to go to the main index of questions for the survey. From the index, you can quickly navigate to any question in the survey.



6. Glossary

The **Glossary** is an alphabetical list of the terms that are germane to the survey. If there is a term, phrase, or acronym that you want a definition of, pay a visit here. You can quickly move to a section by clicking on the menu of letters below the “Glossary” header.



7. FAQ File

The **FAQ File** is a list of Frequently Asked Questions for the survey. Please consult this list first if you have a question regarding the survey.



8. Feedback

If the **FAQ File** does not have an answer for your question, press on the “Feedback” menu option to go to a feedback form. Check the appropriate box(es) to indicate what type of comments you are submitting. Click on the “Submit” button to send your feedback.

A screenshot of the same website, but now displaying the "Feedback Form". The navigation menu on the left is the same, but the "Feedback" button is highlighted. The main content area is titled "Feedback Form" and contains instructions: "Please use the form below to provide your feedback. Your comments will be read by the OIE Manager and the web site development team." Below this, it states "All fields required except for the checkboxes." The form includes input fields for "First Name:", "Last Name:", and "Email:". There are two checkboxes under the heading "My feedback includes comments about the;": one for "survey process (content- or policy-related feedback)" and one for "website (technical feedback)". A large text area labeled "Comments:" is provided for additional input. A "Submit" button is located at the bottom of the form.

9. Contacts

To view the contact information for the survey, click on the “Contacts” menu item.



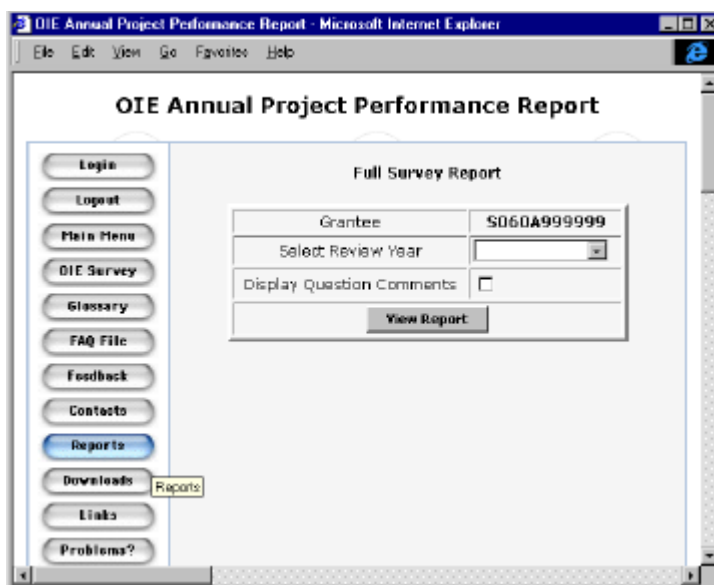
If you are logged in, then you will see only the contact information for your State. If there is no contact information available for your State, then you will see a full listing of the contact information for other States.

If you have not logged in, or have logged out, then you will see a full listing of the contact information for all of the States.

You can click on a contact's email address to send email to that contact, if your browser and email program have been correctly set up.

10. Reports

Click on "Reports" to see a list of the output reports available.



11. Downloads

For files available for download from the website, press on the “Downloads” menu option.



12. Links

For links that provide related or additional information, click on the “Links” button to see a list of them.



13. Problems?


To report any problems or incidents that you have encountered while using the website, click on the “Problems?” menu item. Please describe the problem with as much detail as possible. You may also provide suggestions for improvement or help text to make the site more useful.

The screenshot shows a web browser window with the address bar displaying a URL. The page title is "Trouble Report". On the left side, there is a vertical menu with buttons for "Login", "Main Menu", "DIE Survey", "Glossary", "FAQ File", "Feedback", "Contacts", "Reports", "Downloads", "Links", and "Problems?". The "Problems?" button is highlighted. Below the menu is a button labeled "Submit a Trouble Report". The main content area contains the following fields and instructions:

- Instruction: "Please fill out the form and push 'Submit' to send your trouble report."
- Field: "Your Name:" with a text input box.
- Field: "Email Reply Address:" with a text input box.
- Field: "Function Being Performed at Time of Incident:" with a text input box.
- Field: "Description of Incident:" with a text input box.
- Field: "Text of Any Error Message(s) Displayed:" with a text input box.
- Field: "Suggestion(s) for Improvement:" with a text input box.
- Field: "Suggested Help Text:" with a text input box.
- Button: "Submit" at the bottom right of the form.

14. Change Password

You can change your password to a different one by clicking on the Change Password menu item. You must enter your old password, and then enter your new password in the two respective fields to confirm it. Click on “Change Password” to change your password to the new one.



The screenshot shows a web browser window titled "OIE Annual Project Performance Report - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Go", "Favorites", and "Help". The website's main heading is "OIE Annual Project Performance Report". On the left side, there is a vertical menu with buttons for "Login", "Logout", "Main Menu", "OIE Survey", "Glossary", "FAQ File", "Feedback", "Contacts", "Reports", "Downloads", "Links", "Problems?", "Change Password", and "Change Registration". The "Change Password" button is highlighted in blue. A tooltip with the text "Change Password" is visible next to it. The main content area features a form titled "Enter password information and click 'Change Password'". This form contains three input fields: "Old Password:", "New Password:", and "Confirm New Password:". Below these fields is a "Change Password" button.

15. Change Registration

You can change the information that you entered in the registration page by clicking on the “Change Registration” menu item. For example, you can update your email address, which may have changed, to another one. However, once you’ve submitted your completed survey, you cannot use this menu item because the registration information is now part of your submitted survey.

Update Registration

Update your OIE registration information here. Required information is noted with an asterisk (*). If any pre-filled information is incorrect, please correct it before submitting your registration.

*Grant #: S060A999999

*Grantee: A SCHOOL DISTRICT

*DUNS #:

(Dun and Bradstreet Number assigned to grantees to initiate payment from GAPS. The DUNS number is required for all but BIA operated schools. To obtain your DUNS number call 1-800-333-0505.)

*Grant Amount: (\$)
(Whole numbers, round up cents)

*Mailing Address:

*City:

*State:

*Zip:

*Type of School:

*Type of Community:

(hold down the "ctrl" or "apple" key to make multiple selections)

*Project Period: From To

Person Completing this Report:

*First Name:

Change Registration

OIE Survey

16. General Navigation and Instructions

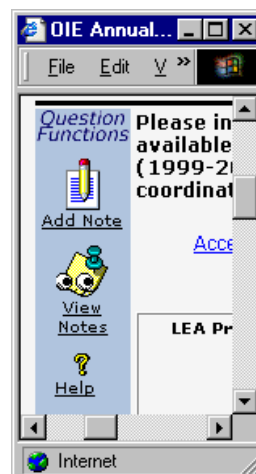
Question Functions

The “Question Functions” menu accompanies every question in the survey. It consists of three menu items: Add Note, View Notes, and Help.

You can add a note to a specific question by using the Add Note function. Click on the Add Note icon to include additional comments that will be forwarded to the Office of Indian Education when you submit the survey.

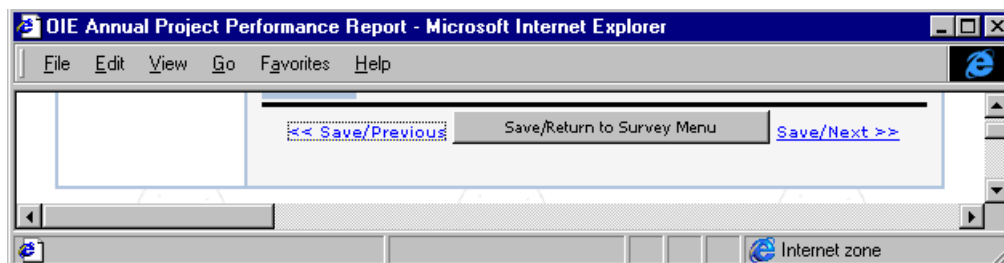
You can view these notes later by clicking on the View Notes icon.

If you need additional help for a question, click on the Help icon. The help text will be specific for the current question. It will also include the contact information, if available, for your state and the main number for the Office of Indian Education, so that you may call someone for additional help.



Question Navigation

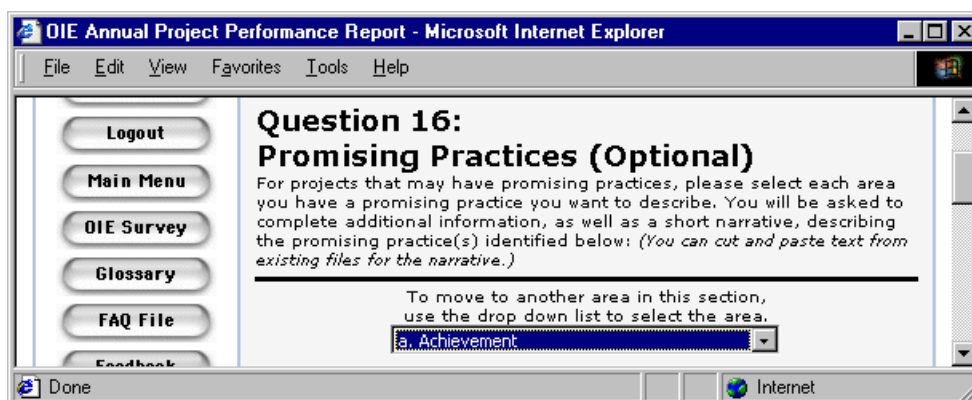
For navigating between questions, please use the Question Navigation menu located at the bottom of each question, as show below.



It is important to use this menu instead of your browser's Back and Forward buttons because the menu automatically tells the system to save the data that you've entered for the current question before sending you on to another question.

If you use the browser's Back or Forward buttons for navigation, your data may not be saved for the current question.

If you are in a multi-part question, you will also have a drop down menu after the question text for you to select and move quickly between the parts of the question.



17. Question 1: Enrollment

- If you are a consortium applicant, enter the name of your district or school.
- If you serve pre-kindergarten students, specify the age range covered.
- Provide UNDUPLICATED counts for the school year requested for local education agency (LEA) enrollment, by grade level, for three categories of students:
 1. number of 506-certified Indian students (enter total number and the number receiving Title IX services),
 2. number of ALL Indian students enrolled in the LEA, and
 3. number of ALL students enrolled in the LEA.

Unduplicated count means that a student is counted only one time even if he or she receives more than one Title IX service.

If your school does not serve certain grade levels, leave the respective boxes blank.

18. Question 2: Available Programs

- Indicate whether each program listed was available in your LEA during the last school year by clicking the circle under "Yes" or "No".
- Click on the drop-down box for each item, indicate the extent to which the available program is coordinated with Title IX services by choosing ONE answer.
- If your LEA provides other Federal or other State programs, type in the name of each additional program in the text boxes. Indicate to what extent the program is coordinated with Title IX services.

- In the narrative text box, explain how EACH available program listed is coordinated with Title IX services or activities.

OIE Annual Project Performance Report

Question 2: Available Programs

Please indicate which of the following programs were available in your district during the last school year (1999-2000); and the extent to which that program was coordinated with Title IX services.

[Accessible version of table\(s\) for Screen Readers](#)

LEA Programs	Is Program Available (Yes)	Is Program Available (No)	If a program is available, to what extent is the program coordinated with Title IX services?
Title I	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Even Start	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Homeless	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Bilingual Education	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Impact Aid	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Johnson O'Malley	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Safe & Drug-Free Schools	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Migrant Education	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Other Federal Programs (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

19. Question 3: Average Daily Attendance (ADA)

- Provide counts for the average daily attendance for the school year (specified on the web form) for all students in the LEA, all Indian students in the LEA, and all non-Indian students in the LEA.

OIE Annual Project Performance Report

Question 3: Average Daily Attendance

What was the average daily attendance last school year (1999-2000), for

[Accessible version of table\(s\) for Screen Readers](#)

All Students in LEA	All Indian Students in LEA	All non-Indian Students in LEA
<input type="text"/>	<input type="text"/>	<input type="text"/>

20. Question 4a: Dropouts

- Indicate the number of male Indian students, female Indian students, male non-Indian students, and female non-Indian students who dropped out of each grade level during the last school year.

The screenshot shows a web browser window titled "OIE Annual Project Performance Report - Microsoft Internet Explorer". The page has a navigation menu on the left with buttons for Login, Logout, Main Menu, OIE Survey, Glossary, FAQ File, Feedback, Contacts, Reports, Downloads, Links, and Problems?. The main content area is titled "Question 4: Dropouts". Below the title, there is a instruction: "To move to another question in this section, use the drop-down list to select the question." followed by a dropdown menu showing "#4. Please complete the following table on t...". Below this, there is a section titled "# 4:" with the instruction: "Please complete the following table on the number of students, by gender and ethnicity, who dropped out of school in school year 1999-2000 (do not enter commas):". There is a link for "Accessible version of table(s) for Screen Readers". Below the instruction is a table with 5 columns and 5 rows. The columns are: Dropouts, Number of all Indian students in LEA (Males), Number of all Indian students in LEA (Females), Number of all non-Indian students in LEA (Males), and Number of all non-Indian students in LEA (Females). The rows are: Grade 9, Grade 10, Grade 11, Grade 12, and a blank row. Each cell in the table is empty.

Dropouts	Number of all Indian students in LEA (Males)	Number of all Indian students in LEA (Females)	Number of all non-Indian students in LEA (Males)	Number of all non-Indian students in LEA (Females)
Grade 9				
Grade 10				
Grade 11				
Grade 12				

21. Question 4b: Dropout – Definition

- If your State currently uses the CCD definition of a dropout, click on the small checkbox next to the sentence stating this.
- If your State or LEA does not use the CCD definition of a dropout and you did not fill in the checkbox, please type the definition you currently use in the narrative text box.

22. Question 5a: Academic Proficiency Levels (Mathematics)

For each grade level tested, complete the following items. Use whole numbers except for proficiency level.

- The proficiency level required for the subject area in each grade. (Non-BIA schools should use the proficiency levels as defined by the local school system. BIA schools should use BIA standards or local standard proficiency levels.)
- The number of LEA Indian students who were tested.
- The number of LEA Indian students who met or exceeded the proficiency level.
- The number of all LEA students tested.
- The number of all LEA students who met or exceeded proficiency levels.
- Return to Question 5 and provide this information for each subject area.

Grade level tested	Proficiency level required	Number of all LEA Indian students tested	Number of all LEA Indian students who met or exceeded proficiency level	Number of all LEA students tested	Number of all LEA students who met or exceeded proficiency level
Grade 1					
Grade 2					
Grade 3					
Grade 4					

23. Question 5b: Academic Proficiency Levels (Reading)

For each grade level tested, complete the following items. Use whole numbers except for proficiency level.

- The proficiency level required for the subject area in each grade. (Non-BIA schools should use the proficiency levels as defined by the local school system. BIA schools should use BIA standards or local standard proficiency levels.)
- The number of LEA Indian students who were tested.
- The number of LEA Indian students who met or exceeded the proficiency level.
- The number of all LEA students tested.
- The number of all LEA students who met or exceeded proficiency levels.
- Return to Question 5 and provide this information for each subject area.

OIE Annual Project Performance Report

Question 5: Academic Proficiency Levels

To move to another area in this system, use the drop-down list to select the area.

5b. Reading: For each grade level tested in ...

Question 5b Instructions: # 5b: Reading: For each grade level tested in the area of Reading, indicate the proficiency level required, the number of students who were tested, and the number who have met or exceeded the proficiency levels as defined by the state, district, or tribe for the school year. (BIA schools should use BIA standards or local standard proficiency levels.)

[Access this version of Table\(s\) for Screen Readers](#)

Grade level tested	Proficiency level required	Number of all LEA Indian students tested	Number of LEA Indian students who met or exceeded proficiency level	Number of all LEA students tested	Number of all LEA students who met or exceeded proficiency levels
Grade 1:					
Grade 2:					
Grade 3:					
Grade 4:					

24. Question 5c: Academic Proficiency Levels (Writing)

For each grade level tested, complete the following items. Use whole numbers except for proficiency level.

- The proficiency level required for the subject area in each grade. (Non-BIA schools should use the proficiency levels as defined by the local school system. BIA schools should use BIA standards or local standard proficiency levels.)
- The number of LEA Indian students who were tested.
- The number of LEA Indian students who met or exceeded the proficiency level.
- The number of all LEA students tested.
- The number of all LEA students who met or exceeded proficiency levels.
- Return to Question 5 and provide this information for each subject area.

OIE Annual Project Performance Report

Question 5: Academic Proficiency Levels

To move to another area in this system, use the drop-down list to select the area.

5c. Writing: For each grade level tested in ...

Question 5c Instructions: # 5c: Writing: For each grade level tested in the area of Writing, indicate the proficiency level required, the number of students who were tested, and the number who have met or exceeded the proficiency levels as defined by the state, district, or tribe for the school year. (BIA schools should use BIA standards or local standard proficiency levels.)

[Access this version of Table\(s\) for Screen Readers](#)

Grade level tested	Proficiency level required	Number of all LEA Indian students tested	Number of LEA Indian students who met or exceeded proficiency level	Number of all LEA students tested	Number of all LEA students who met or exceeded proficiency levels
Grade 1:					
Grade 2:					
Grade 3:					
Grade 4:					

25. Question 6: Student Promotions

- For each grade level, enter the number of Indian students and the number of non-Indian students who did not complete their grade level, completed their grade level, or transferred to another school/LEA during the school year.

- “Completion of Grade” means that a student was promoted from one grade level to the next, or, in the case of seniors, graduated.

Question 6: Student Promotions

Of the students enrolled in each of grades K-12 at the beginning of last school year (Fall 1999), how many students -- by the end of summer 2000 -- had completed that grade, how many failed to complete that grade, and how many had transferred to another school? "Completion of grade" means students who were promoted from one grade level to the next or for seniors that they graduated. Report for Indian and non-Indian students separately. (Do not use commas)

[Access the version of this file for Screen Readers](#)

Grade Level	Number of All Indian Students (Did Not Complete)	Number of All Indian Students (Completed)	Number of All Indian Students (Transferred to other school/LEA)	Number of All Non-Indian Students (Did Not Complete)	Number of All Non-Indian Students (Completed)	Number of All Non-Indian Students (Transferred to other school/LEA)
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						

26. Question 7: Academic Achievement Objectives

- Indicate whether your district had academic achievement objectives as part of your Title IX project (for the school year for which data are being requested) by clicking on either the “Yes” or the “No” button.

Question 7: Academic Achievement Objectives

Did your district have Academic Achievement Objectives as a Title IX project last school year (1999-2000)?

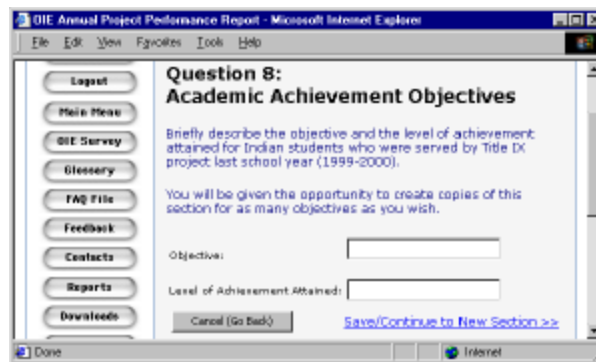
☐ Yes (continue to Question 8)

☐ No (skip to Question 9)

27. Question 8: Academic Achievement Objectives

If you answered yes to Question 7, you will need to answer the Question 8 parts.

For question 8, enter one academic achievement objective and the level of achievement for that objective as a percentage then click on “Save/Continue to New Section”. If you have multiple objectives, the computer system will allow you to enter a new objective by clicking on the “Create New Objective” button on the next screen. Continue adding as many objectives as needed.



28. Question 8a: Academic Achievement Objectives

Provide the following detailed information for each objective. You do not have to complete all of this information at once, but you must at least complete at least one Content Area. The current objective is displayed near the top of the page. To input information for a different objective, select the objective from the drop down menu located directly under the "Create New Objective" button.

- *Grades served:* List all of the grades served by this objective.
- *Number of students served:* Provide an unduplicated count of the number of Indian students served under this particular objective.
- *Targeted level of achievement:* Indicate the target level of achievement the project has established for this objective as a percentage.
- *Level of achievement attained:* Indicate the level of achievement reached for this objective as a percentage.
- *Objective achieved:* Indicate whether the objective was achieved for the content area in each row.
- *Percentage of students meeting or exceeding objective:* Indicate the percentage of Indian students who met or exceeded the targeted level of achievement.

Question 8:
Academic Achievement Objectives

Current Objective: Test

Create New Objective for Question 8

To move to another question in this section, use the drop down list to select the question.
8a. Project Performance Objective -- Briefly... [View...](#)

Question Functions
Add Note
View Notes
Help

8a:
Project Performance Objective -- Briefly describe the objective and the level of achievement attained for Indian students who were served by Title IX projects last school year (1999-2000). For each area below, indicate the grade or grade levels served (e.g., grade 9, grades K-3) as appropriate to your objectives.

[Accessible version of table\(s\) for Screen Readers](#)

Content Area	Grades (specify grades or grade levels)	Number of students served (unduplicated)	Targeted level of achievement	Level of achievement attained	Objective achieved (Yes)	Objective achieved (No)	No. of students meeting or exceeding objective
Mathematics					<input type="checkbox"/>	<input type="checkbox"/>	
Reading/ Language Arts					<input type="checkbox"/>	<input type="checkbox"/>	
Writing					<input type="checkbox"/>	<input type="checkbox"/>	
Spelling					<input type="checkbox"/>	<input type="checkbox"/>	
Science					<input type="checkbox"/>	<input type="checkbox"/>	
History					<input type="checkbox"/>	<input type="checkbox"/>	
Social Studies					<input type="checkbox"/>	<input type="checkbox"/>	

29. Question 8b: Academic Achievement Objectives – Progress Assessment

- Method of Title IX service provided:** Indicate the method(s) of Title IX service provided for this objective by clicking on the check box in front of the appropriate choice (classroom pullout, in-classroom assistance, after school, Saturday program, summer program). If the method that you used is not listed, specify the method in the "Other" text box.

Question 8b:
Service Delivery -- For each content area listed in 8a, please check the method of delivery that was used.

[Accessible version of table\(s\) for Screen Readers](#)

Content Area (same as in 8a)	Method of Title IX Service Provided By Content Area (Classroom pull-out)	Method of Title IX Service Provided By Content Area (In classroom assistance)	Method of Title IX Service Provided By Content Area (After school)	Method of Title IX Service Provided By Content Area (Saturday program)	Method of Title IX Service Provided By Content Area (Summer program)	Other (please specify)
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading/ Language Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

30. Question 8c: Academic Achievement Objectives – Progress Assessment

- Indicate how often (frequency choices: monthly, each grading period, end of semester, end of year) each type of assessment listed is used to measure student progress on the academic objectives you listed in Question 8a. Click on the check box in the column for the appropriate time period. Check all that apply for each assessment type.
- If you use a type of assessment not listed on the form, specify it in the text box beneath "Other". Click on the check box in the column for the appropriate time period.

Question 8c: Progress Assessment -- How frequently is each type of assessment used to measure student progress on the academic objectives listed in Question 8(a). (Check all that apply for each assessment type)

[Accessible version of table\(s\) for Screen Readers](#)

Type of Assessment	Monthly	Each grading period	End of semester	End of year
National standardized test scores:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion-referenced test scores:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State or district assessment process:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report cards/student grades:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student portfolios:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anecdotal teacher records:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff logs/notes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

31. Question 9: Attendance/Dropout Objectives

- Indicate whether your district had attendance or dropout objectives for the school year requested. If you answer yes, then you will be asked for more detailed information on each objective. If you answer no, you may proceed to Question 11.

Question 9: Attendance/Dropout Objectives

Did your district have attendance or dropout objectives as a Title IX project last school year (1999-2000)?

☐ Yes (continue to Question 10)

☐ No (skip to Question 11)

32. Question 10: Attendance/Dropout Objectives

If you answered yes to Question 9, you will need to answer the Question 10 parts.

For question 10, enter one attendance/dropout objective and the level of achievement for that objective as a percentage then click on "Save/Continue to New Section". If you have multiple objectives, the computer system will allow you to enter a new objective by clicking on the "Create New Objective" button on the next screen. Continue adding as many objectives as needed.

The screenshot shows a web browser window titled "OIE Annual Project Performance Report - Microsoft Internet Explorer". On the left is a navigation menu with buttons: Logout, Main Menu, OIE Survey, Glossary, FAQ File, Feedback, Contacts, Reports, and Downloads. The main content area is titled "Question 10: Attendance/Dropout Objectives". It contains the following text: "Briefly describe the objective and the level of achievement attained for Indian students who were served by Title IX project last school year (1999-2000). You will be given the opportunity to create copies of this section for as many objectives as you wish." Below this text are two input fields: "Objective:" and "Level of Achievement Attained:". At the bottom of the form are two buttons: "Cancel (Go Back)" and "Save/Continue to New Section >>".

33. Question 10a: Attendance/Dropout Objectives

Provide the following detailed information for each objective. You do not have to complete all of this information at once, but you must at least complete at least one Content Area. The current objective is displayed near the top of the page. To input information for a different objective, select the objective from the drop down menu located directly under the "Create New Objective" button.

- *Number of students served:* Provide an unduplicated count of the number of students served by this objective. "Unduplicated count" means that a student is counted only one time even if he or she receives more than one Title IX service.
- *Grades served:* List all of the grades served by this objective.
- *Targeted rate to be achieved:* Enter the targeted rate as a percentage.
- *Attendance or dropout rates achieved:* Indicate the rates achieved as a percentage.
- *Objective achieved:* Indicate whether the objective was achieved.
- *Percentage of students meeting or exceeding objective:* Enter the percentage of students who met or exceeded the target of this objective.

Question # 10a:
Please complete the following information for each attendance or dropout prevention objective. If you have multiple objectives, complete all the information for the objective; the computer system will then allow you to enter a new objective. You may enter as many attendance or dropout objectives as needed.

[Accessible version of table\(s\) for Screen Readers](#)

	Number of students served	Grades (specify grades or grade levels)	Targeted level rate to be achieved	Attendance or dropout rate achieved	Objective achieved (Yes)	Objective achieved (No)	No. of students meeting or exceeding objective
Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Dropout	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

34. Question 10b: Attendance/Dropout Objectives – Services Delivery

- Click in the appropriate box to indicate all of the methods of Title IX delivery for your attendance or dropout prevention objectives. Methods include home visits, counseling, Saturday academies, extended day program, summer school, or other. Check all that apply.
- Saturday academies may also be considered “absence” or make-up” days.
- If you used another method, please type in this method under “Other”.

Question # 10b:
Service Delivery -- please check all that apply for the information on attendance/dropout objectives.

[Accessible version of table\(s\) for Screen Readers](#)

Method of Title IX service provided:	Home visits	Counseling	Saturday academies (absence make-up days)	Extended day program	Summer school	Other (please specify)
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Dropout Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

35. Question 10c: Attendance/Dropout Objectives – Progress Assessment

- Click in each appropriate box to indicate the frequency with which you assess progress by the measurement of attendance records and/or home visit reports. Frequency choices: monthly, each grading period, end of semester, or end of year. Check all that apply. If you use another type of measurement, other than attendance records or home-visit reports, then specify it in “Other”.

Question Functions

10c: Progress Assessment -- please check all that apply for the information in 10(a) on attendance/dropout prevention objectives.

[Accessible version of table\(s\) for Screen Readers](#)

Measurements used to assess progress	Frequency (Monthly)	Frequency (Each grading period)	Frequency (End of semester)	Frequency (End of year)
Attendance records:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home visit reports:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

36. Question 11: Other Objectives

Indicate whether there were other project objectives besides attendance and dropout prevention in your district's Title IX program last school year (e.g., tribal culture, native language, or career planning). If you answer yes, you will be asked more detailed information on these other objectives. If you answer no, you may proceed to Question 13.

OIE Annual Project Performance Report

Question 11: Other Project Objectives

Question Functions

Were there other project objectives in your district's Title IX program last school year (1999-2000), such as tribal culture or history, native language, or career planning?

☐ Yes (continue to Question 12)

☐ No (skip to Question 13)

37. Question 12: Other Objectives

If you answered yes to Question 11, you will need to answer the Question 12 parts.

For question 12, enter one objective and the level of achievement for that objective as a percentage then click on "Save/Continue to New Section". If you have multiple objectives, the computer system will allow you to enter a new objective by clicking on the "Create New Objective" button on the next screen. Continue adding as many objectives as needed.

38. Question 12a: Other Objectives

Provide the following detailed information for each objective. You do not have to complete all of this information at once, but you must at least complete at least one Content Area. The current objective is displayed near the top of the page. To input information for a different objective, select the objective from the drop down menu located directly under the "Create New Objective" button.

- *Number of students served:* Provide an unduplicated count of the number of students served by this objective. "Unduplicated count" means that a student is counted only one time even if he or she receives more than one Title IX service.
- *Grades served:* List all of the grades served by this objective.
- *Targeted level of improvement:* Provide the targeted level of improvement (determined locally) as a percentage.
- *Actual level of improvement achieved:* Provide the actual level of improvement achieved as a percentage.
- *Objective achieved:* Indicate whether the objective was achieved.
- *Percentage of students meeting or exceeding objective:* Enter the percentage of students who met or exceeded the target of this objective.

Focus of objective	Number of students served (unduplicated)	Grades (specify grades or grade levels)	Targeted level of improvement to be achieved	Actual level of improvement achieved	Objective achieved (Yes)	Objective achieved (No)	No. of students meeting or exceeding objective
1. tribal culture/ history					<input type="radio"/>	<input type="radio"/>	
2. Native language					<input type="radio"/>	<input type="radio"/>	
3. career planning					<input type="radio"/>	<input type="radio"/>	
4. Other -- please specify					<input type="radio"/>	<input type="radio"/>	

39. Question 12b: Other Objectives

- *Measurements used to assess progress:* Click in the appropriate box to indicate the frequency with which progress is measured for this objective. Frequency choices: monthly, each grading period, end of semester, or end of year. Check all that apply. If another frequency is used, enter it in the text box above “monthly”.

If you wish to provide information on another objective, click on the “Add New Objective” button and repeat the above process.

12b:
Complete the information below for each of the “other” objectives. Indicate the frequency that the measurements for assessing progress are used.

[Accessible version of table\(s\) for Screen Readers](#)

Focus of objective (same as 12a)	Measurements used to assess progress	Monthly	Each grading period	End of semester	End of year
1. tribal culture/ history	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Native language	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Career planning	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Other -- please specify	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

40. Question 12c: Other Objectives

- *Method of Title IX service provided:* Click in the appropriate box to indicate the method by which you provide services for the current objective. Method choices: in-classroom assistance, after school, Saturday program, or summer program. Check all that apply. If you used another method, specify it under “Other”.

12c:
Check the appropriate method of service provided for the current objective:

[Accessible version of table\(s\) for Screen Readers](#)

Method of Title IX service provided	Objective (same as 12a)
In-class	<input type="checkbox"/>
After school	<input type="checkbox"/>
Saturday program	<input type="checkbox"/>
Summer program	<input type="checkbox"/>
<input type="text"/> Other (please specify)	<input type="checkbox"/>
<input type="text"/> Other (please specify)	<input type="checkbox"/>
<input type="text"/> Other (please specify)	<input type="checkbox"/>

41. Question 13: District Consultation

- Indicate whether the school district provides parents and tribal communities with information on the participation of Indian children in school programs and the achievement of Indian children as a group. If you answer “no” to both questions, skip to Question 15.

Question 13: District Consultation

Does the school district provide Indian parents and tribal communities with information on:

[Accessible version of table\(s\) for Screen Readers](#)

	Yes	No
a) the participation of Indian children in school programs	<input type="radio"/>	<input type="radio"/>
b) the achievement of Indian children as a group	<input type="radio"/>	<input type="radio"/>

If you answer No to both questions, skip to Question 15.

42. Question 14: District Approaches

- Indicate to what extent the district uses the various approaches for consulting the Indian community. Click on each drop-down box to select the extent of each approach (large extent, moderate extent, or not at all).

Question 14: District Approaches

To what extent does the district use the following approaches for consulting the Indian community (choose one response for each item):

[Accessible version of table\(s\) for Screen Readers](#)

a) solicit input from the Indian community on the participation of Indian children in school programs	<input type="text"/>
b) solicit input from the Indian community on strategies for increasing the achievement of Indian children	<input type="text"/>
c) solicit input from the Indian community on the district's plans for using Impact Aid funds	<input type="text"/>
d) solicit input from the Indian community on the district's Title IX application prior to submission	<input type="text"/>
e) modify plans to reflect input from the Indian community	<input type="text"/>
f) include Indian representatives on school district committees	<input type="text"/>
g) hold meetings at a time and place convenient for Indian parents and tribal representatives	<input type="text"/>

Done Internet

43. Question 15: Community Involvement

- Indicate the Indian community's level of involvement in the six activities listed. Click on the drop-down boxes to select one of three levels of involvement (very involved, somewhat involved, or little or not involvement).

OIE Annual Project Performance Report

Question 15: Community Involvement

To what extent are members of the Indian community involved in each of the following (choose one response for each item):

[Accessible version of table\(s\) for Screen Readers](#)

a) developing strategies for increasing the achievement of Indian children	<input type="text"/>
b) ensuring the participation of Indian children in school programs	<input type="text"/>
c) developing and monitoring district and school improvement plans	<input type="text"/>
d) providing Indian representation on school district and school committees	<input type="text"/>
e) developing and evaluating the district's Title IX application	<input type="text"/>
f) providing input through the Title IX public hearing on plans for meeting the special education needs of Indian students	<input type="text"/>

44. Question 16: Promising Practices (Optional)

This section is *optional*.

For projects that may have promising practices, please select each area for which you have a promising practice you want to describe. You will be asked to complete additional information, as well as a short narrative, describing the promising practice(s) identified below.

45. Final Data Entry

- When you have completed all of your data entry on every item for the requested school year, Click the "OIE Survey" button from the main menu on the left side of the screen to begin the submission process.
- Click the "Check for Completeness" button at the top of the screen to check to make sure all required questions have been answered. Any unanswered questions will be listed and must be completed before the survey can be submitted.

- You may perform a completeness check on the entire survey by selecting "all" from the drop down menu or you may perform a completeness check on a particular selection by selecting the section from the drop down menu. Click the "Check" button to begin the completeness check.

OIE Annual Project Performance Report

Survey Validation and Submission

Selecting "Check All" will check the entire survey submission at once.

When your entire OIE submission (both survey and registration information) is validated as being complete, you will be given the option to forward your submission to ED. You may also check individual sections for completeness at any time by selecting the section you wish to validate, and clicking on the "Check" button.

Note: Questions which are not required (optional) will not be included in the submission check.

Check All

Check

- If all required questions have been answered, clicking the "Check" button will display a "Survey is Complete!" message as well as a "Submit to Ed" button. Click this button to submit your survey to the Office of Indian Education at the U.S. Department of Education. Once the survey is submitted, you will not be permitted to change any answers.

OIE Annual Project Performance Report

Survey Validation and Submission

Survey is Complete!

After analyzing your submission, it has been determined that it is complete. You now have the option of forwarding your submission to the U.S. Department of Education.

Please verify this information is correct before submitting your OIE Survey. This will be included with your submission as the release individual's contact information. If any information below is not correct, you can update it on the [user registration](#) page.

SUBMISSION INFORMATION

Name of Grantee Submitting This Report: KLANOKE CITY SCHOOL DISTRICT

Address: 100 Bayview Blvd
Klanoke, AK 99525

Person to contact about this report:

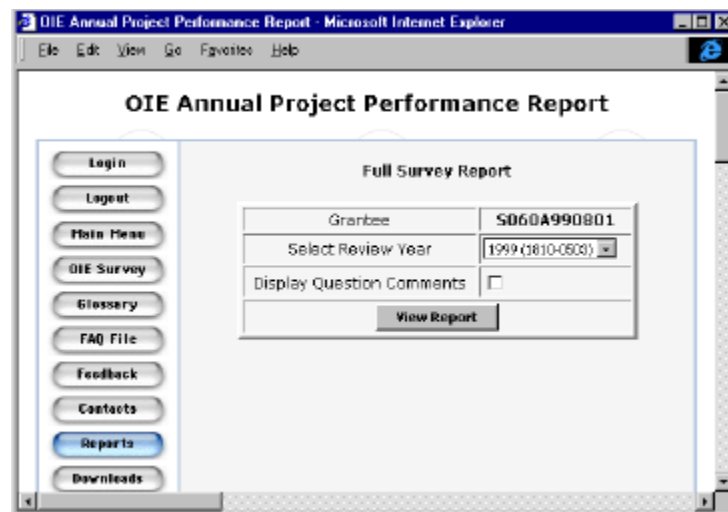
Name: Charles Force
Telephone: (202) 711-5222
Fax:
Email: charles.force@ed.gov

SUBMIT TO ED

GO BACK (DO NOT SUBMIT TO ED)

46. Printing Reports

- For your records, print out a copy of your survey by clicking the "Reports" button on the main menu. Select the Review Year from the drop down menu. Click the "Display Question Comments" box if you would like the comments you entered about the questions printed in the report. Clicking the "View Report" button will activate the Crystal Reports software to allow you to view and print the report.



- Click "Yes" if prompted to install Crystal Reports Viewer.



- To print the entire report, click the printer icon directly above the report. Do not click the browser's printer icon located near the top of the screen, as this will print just the page you are viewing, not the entire report. Note: Only complete, submitted OIE Performance Reports will print information on the title page. Performance Reports which have not yet been submitted to the U.S. Dept. of Education will print a blank title page.

The screenshot shows a web browser window titled "Crystal Report Viewer - Microsoft Internet Explorer". The address bar shows a local file path. The report content is as follows:

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF INDIAN EDUCATION**

**ANNUAL PROJECT PERFORMANCE REPORT
TITLE IX, FORMULA GRANT
Last School Year: 1999-2000**

Federal Grant Number S060A 8060A990901 Grant Amount \$ 25,030

DUNS Number

Grantee Name KLAWOCK CITY SCHOOL DISTRICT

Mailing Address 100 Bayview Blvd
Klawock, AK 99825

Type of School (check only one) ☐ Public ☒ BIA operated ☐ BIA contract/grant

Type of Community (check all that apply) ☒ Urban ☐ Rural ☐ near Reservation

Original Period From 01/01/1999 To 06/30/2000

Subreport: Front_page